

# Wisconsin Department of Regulation & Licensing

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## DIVISION OF BOARD SERVICES

### REQUEST FOR APPROVAL OF REAL ESTATE CONTINUING EDUCATION COURSES FOR THE 2005-2006 BIENNIUM

PLEASE TYPE OR PRINT IN INK.

1. NAME OF SCHOOL	2. NAME OF EDUCATIONAL ADMINISTRATOR
3. ADDRESS (number, street, city, state, zip code)	4. DAYTIME TELEPHONE NUMBER (                      )

5. Check the courses for which you are seeking approval and check whether each course will be presented as classroom education or distance learning.

		<u>Classroom Education</u>	<u>Distance Learning</u>
<input type="checkbox"/> Course 1	Issues re: approved forms, contract law, practice - agency agreements	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Course 2	Issues re: approved forms, contract law, practice - conveyance documents	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Course 3	New Developments	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Course 4A	Issues re: interaction with other real estate service providers	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Course 4B	Supervising Broker Elective	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Course 4C	Commercial Elective	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Course 4D	Property Management Elective	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Course 4E	Rural/Farm/Vacant Land Elective	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Course 4F	Real Estate Auction Elective	<input type="checkbox"/>	<input type="checkbox"/>

6. I have enclosed \_\_\_\_\_(number) of multiple-choice examination questions with this application.  
(At least 5 for each hour of instruction are required.)

7. Please check the appropriate box.

- ☐ This is our school's first application for approval to offer continuing education courses. Therefore, I have enclosed promotional materials and other materials which describe the organizational structure, physical facilities, registration policies, and the student record system of our school.
- ☐ We submitted an application for approval of a continuing education course in the past. No substantive changes have been made in the organizational structure, physical facilities, or policies of our school since materials had been sent to the Department. If substantive changes were made, they are included with this application.

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8. Our school's method of evaluating instructors is as follows:

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9. Program Content - - Attach course outline. Itemize the number of educational hours for each portion or topic of the program or course. Attach supporting information, if necessary.

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10. The method of instruction for the above-described program or courses will be one or more of the following:

- ☐ Approved instructor physically present in the classroom.
- ☐ Other: Please describe:
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11. State the name of each instructor who will present the above-described program or course(s) and clearly designate which course or courses each instructor will present. Also, complete an "Application for Approval of Real Estate Instructor" (Form #831) for each instructor whom the Department has never approved as an instructor.

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YES	NO
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12. Do you agree to inform the Department of any changes in the information which you provided in this application form within 10 days following the date of the change?	<input type="checkbox"/>	<input type="checkbox"/>
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13. Is enrollment open to all licensees regardless of sex, race, color, sexual orientation as defined in sec. 111.32(13m), Stats., disability, religion, age, family status, national origin or membership in any organization?	<input type="checkbox"/>	<input type="checkbox"/>
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14. Will you require students to attend the whole course and successfully pass a multiple-choice examination at the end of the course before receiving a certificate of completion for that course from your school?	<input type="checkbox"/>	<input type="checkbox"/>
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15. Did you attach, for approval by the Department, at least 5 multiple-choice questions for each hour of instruction that comply with reasonable standards of test development, relate to the substantive contents of the continuing education program or course, are the original work of the writer, and are not published?	<input type="checkbox"/>	<input type="checkbox"/>
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16. Did you follow the instructions in Form #1745, Instructions for Submitting Continuing Education Questions, relating to preparation of exam questions?	<input type="checkbox"/>	<input type="checkbox"/>
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17. Is attendance monitored at approved educational programs?	<input type="checkbox"/>	<input type="checkbox"/>
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18. Do you agree to conduct an exam at the end of each continuing education program or course consisting of at least 5 multiple-choice questions for each hour of instruction, which shall be a closed-book exam with a passing score of no less than 70%? <b>(NOTE: Students must correctly answer 11 out of 15 questions following a 3-hour course.)</b>	<input type="checkbox"/>	<input type="checkbox"/>
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YES	NO
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19. Do you agree not to make available to students specific exam questions or answers to questions at any time before administering the exam? ☐ ☐

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20. Do you agree to keep tests and answer sheets in a secure location at all times before and after the exam, including during construction and printing? ☐ ☐

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21. Do you agree to inform students of the number of points of credit for each question in the exam and the passing score? ☐ ☐

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22. Do you agree to provide clear instructions to students for recording their responses on the exam booklet? ☐ ☐

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23. Do you agree to provide each student with a certificate of attendance, as required in Chapter RL 25, Wis. Admin. Code? ☐ ☐

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24. Do you agree to retain attendance records for at least 5 years after the program or course has been conducted? ☐ ☐

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25. On separate pages, please describe **how your school will carry out each of the following procedures** for all the distance education courses checked above. If these procedures will globally apply to all of the courses, one set of answers will suffice. However, if the procedures differ for certain courses, a separate set of answers will be needed for describing the differences and clearly identifying the courses affected by each set of procedures.

- a. Ensure that instructors approved by the department are available to the students at reasonable times and by reasonable means.
  - b. Provide a reasonable level of examination security for the examination given at the end of each distance education continuing education course.
  - c. Sufficiently cover the subjects required and/or specified for the courses.
  - d. Provide reasonable oversight to ensure that the students who take the distance learning program or course are the enrolled students.
  - e. Provide a reasonable opportunity for student self-evaluation of mastery.
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## TO BE COMPLETED BY THE EDUCATIONAL ADMINISTRATOR

**I hereby certify that all statements made in this application are true to the best of my knowledge and belief.**

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Print Name and Title of Education Administrator

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Date

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Signature of Educational Administrator

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